



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)  
ARNOLD AIR FORCE BASE TENNESSEE

23 September 2002

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: AEDC/PKM

SUBJECT: Information Technology (IT) Industry Day

1. The importance of information technology in this acquisition has been emphasized beginning with the release of the Request for Information (RFI) in March 2002. Our Draft Request for Proposals (DRFP) continues that emphasis since a key evaluation subfactor centers directly on an offeror's capability to provide cost effective information technology, systems, and related processes that integrate and streamline information flow to facilitate timely management decisions, enable reliable operations, and provide high quality test and evaluation data.

2. As our DRFP stated, we believe the current approach of directing the use of Government-furnished management information systems is no longer the best strategy for AEDC. Instead, the successful offeror will be required to provide management information as a service, using the software solutions of their choice. The system implemented will be contractor-owned and managed and must satisfy the Government's information requirements (see PWS Section 4.1). We consolidated all AEDC information technology requirements (test and support) into Section 4.1 and strongly encourage a synergistic information technology solution.

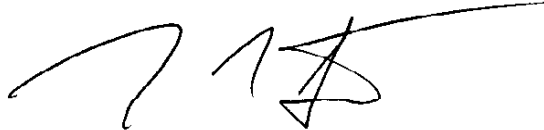
3. Given the complexity and magnitude of our IT requirements, we've scheduled an Industry Day beginning at 8:30 a.m. on 8 October 2002 at the Gossick Leadership Center (GLC) at AEDC to give offerors an overview of our current capabilities and systems. The briefings will conclude mid-day on 9 October 2002. These briefings are intended for a technical audience. You may send up to three attendees to represent your company. The briefings and other training materials (as appropriate) will be placed in the Competition Technical Library after 9 October 2002.

**IMPORTANT: Much of the data is considered Sensitive But Unclassified. To attend this Industry Day, your company must have on file with us a DD Form 2345, Militarily Critical Technical Data Agreement.** If you do not have an agreement, you must contact the Defense Logistics Services Center (DLS), Federal Center, Battle Creek MI 49017-3084 to begin the process. Their phone number is 1-800-352-3572.

4. Designated Government personnel will be available from 9 – 11 October and 15 – 18 October to meet individually with you to answer detailed questions about IT requirements and capabilities (see Attachment 1). Please contact them directly to schedule a time to visit. The rules of engagement are the same as for the Technical Information Exchanges (see Attachment 2).

5. On 10 October 2002, we will offer a three-hour overview of Synergen role-based training. This may assist you in understanding our current software and processes. Due to limited seating, only one representative per company can be accommodated.

6. Please contact Ms. Karen Herget at 931-454-6886 to register for the industry meeting and/or the overview training. An Information Sheet is provided at Attachment 2. All visitors should be U.S. citizens. Special authorization for foreign nationals or for U.S. citizens representing foreign countries or businesses is required. Contact us immediately to begin this sometimes lengthy process.

A handwritten signature in black ink, appearing to read 'J. L. Sutton', with a long horizontal stroke extending to the right.

JOHN L. SUTTON  
Contracting Officer  
Chief, Contract Management Branch

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1. Designated Government Representatives
2. Rules of Engagement
3. Information Sheet

## Attachment 1

AEDC POC	Telephone Number	Functional Area	Information System
Kemp Brooks	931-454-6870	Network Management, AFMC Portal	Tivoli, Remedy
Tony Durante	931-454-5455	Information Assurance, Office Automation	Microsoft Office, AFMC C&A Tool
Capt. David Peeler	931-454-5179	Financial Systems	PS Financials, JOCAS II, GAFS/BQ, AIMS/FMS, ABSS
Tom Klingelhoets	931-454-6062	Work/Asset Management, GIS, CAE, Interfaces	Synergen, GeoBase, Metaphase
Diana Walker	931-454-4425	Supply, Property, and Inventory Management, Cargo Movement	Synergen, CMOS
Greg Magavero	931-454-4461	Software Configuration Management, Metrics, Contractor Timecard, Data Archival, Miscellaneous	PVCS Dimensions, Intranet, PS EPM, PS HRMS, AIMS/KEYS
Gary Mattasits	931-454-3767	Project Plan (Statement of Capability)	Matrix One
Jerry Tipps	931-454-4338	Investment Project Plan, Customer Interface	Matrix One
Lt. Nick Holland	931-454-5892	Project management/Earned Value	P3e
Dana Creasy	931-454-7914	Facility Scheduling	ASMS/WOMS
Rick Stewart	931-454-7844	Purchasing (Legacy system)	AIMS/CMIS
Lt. David Dammeier	931-454-4353	Hazardous Materials	DM-HMMS
TSgt Robbie Brisbane	931-454-4426	Fuels Management	FAS
MSgt Vince Chapman	931-454-6871	PMEL Management	PAMS
Bill Wendle	931-454-7916	Energy Reporting	DUERS
TSgt Bob Grahm	931-454-4166	Vehicle Management	OLVIMS
Al Simmons	931-454-4469	Civil Engineering Project Management	ACES
Danny Rewis	931-454-7610	Security Police Information	SPAS
Gerry Anderson	931-454-6221	Telecommunications	TMS
Dick Rumph	931-454-3645	Test Data Acquisition & Control, Data Analysis	
Capt. Walt Berridge	931-454-4459	High Performance Computing Center, Test Data Archiving	
Joe Babilon	931-454-4330	Modeling & Simulation	

## **Attachment 2**

### **Rules of Engagement**

We want to make these IT information exchanges productive and as open as possible. In that spirit, we've established just a few rules to follow.

- a. The exchanges are informal with personal perspectives expressed.
- b. Discussions should focus on the IT aspects of the DRFP
- c. Do not ask about incumbent contractor performance or management concepts.
- d. Our Government representatives will try to reasonably accommodate all visit requests based on their availability. However, interference with the mission cannot be permitted. Visits may be scheduled from 9 – 11 & 15 – 18 October 2002.
- e. For the single purpose of scheduling an IT information exchange visit, you may contact the appropriate Government representative listed in Attachment 1. All other visits must be scheduled by contacting the Contracting Officer.
- f. No documents will be released during these visits. If releasable, they will be added to the competition library.
- g. All AEDC security rules and regulations apply including the requirement that you may have to have a Government escort at all times (we will advise you at the time of your visit). Under no circumstances should you attempt to circumvent this requirement.
- i. The terms and conditions of the solicitation when released in January 2003 represent the Government's position on all matters. All information exchanged during these visits is non-binding.

**Attachment 3**  
**AEDC IT Industry Meeting**  
**8/9 October 2002**  
**Information Sheet**

**WELCOME**

We're delighted you'll be visiting with us to learn more about AEDC's IT requirements and capabilities. We are absolutely committed to seeking the most effective, productive and efficient arrangement for managing, operating and maintaining AEDC. This acquisition is a major window of opportunity to transform and make significant improvements in the way we do business and serve our test customers.

**AGENDA**

The agenda is still a work in progress. We'll make it available on the PIXS website as soon as it is finalized.

**MEETING LOCATION**

The AEDC IT Industry Meeting will be held in the Gossick Leadership Center (GLC) at the Arnold Engineering Development Center (AEDC), Arnold AFB, TN on 8/9 October 2002. No recording devices or cameras are allowed.

**REGISTRATION**

Due to our limited facilities, we are asking that each company send no more than three representatives. Please complete the attached registration form and e-mail or fax it to us at (931) 454-6726 by 4 October 2002. **IMPORTANT: Much of the data is considered Sensitive But Unclassified. To attend this Industry Day, your company must have on file with us a DD Form 2345, Militarily Critical Technical Data Agreement.** All visitors should be U.S. Citizens. If your company intends to send a foreign national, then you must contact us immediately to begin the clearance process. If you're a U.S. citizen and represent a foreign company, then special authorization is also required.

**TRAVEL ARRANGEMENTS**

For visitors flying into Nashville International Airport, transportation to AEDC by rental car is the best choice. Travel time between the airport and AEDC is approximately 1 hour 10 minutes by car, so plan your arrival and departure times accordingly. See the attached maps for directions to the GLC on Arnold AFB from the Nashville area.

Directions from the Nashville Airport:

From airport take Exit 56B to Chattanooga I-24 East (map enclosed)

Travel approximately 65 Miles to Exit 117

Turn right on exit ramp onto Wattendorf Highway  
Travel past Gate #2 (on right) - Turn left onto Pumping Station Road  
Turn right onto Northshore Drive  
The GLC is on the third road to the left

### **LUNCH**

No lunch will be served. Visitors may drive either to Tullahoma or Manchester where numerous establishments are located or visit the Arnold Lakeside Club.

### **INDUSTRY MEETING INFORMATION**

If you require any additional information or assistance, please call Ms. Karen Herget or Mr. John Sutton, at commercial (931) 454-6886 or DSN 340-6886.

## **REGISTRATION FORM**

**Arnold Engineering Development Center (AEDC)  
Arnold AFB TN**

**AEDC IT Industry Meeting  
8/9 October 2002**

**(Please complete a separate form for each attendee)**

**COMPANY NAME** \_\_\_\_\_

**Name of Representative** \_\_\_\_\_

**Title** \_\_\_\_\_ **Citizenship** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**If you require any additional information or assistance, please call Ms.  
Karen Herget or Mr. John Sutton at (931) 454-6886**

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Technical Data Agreement.**

## **REGISTRATION FORM**

**Arnold Engineering Development Center (AEDC)  
Arnold AFB TN**

### **AEDC IT TRAINING SESSION**

**10 October 2002**

**(ONLY ONE ATTENDEE PER COMPANY IS PERMITTED)**

**COMPANY NAME** \_\_\_\_\_

**Name of Representative** \_\_\_\_\_

**Title** \_\_\_\_\_ **Citizenship** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**If you require any additional information or assistance, please call Ms.  
Karen Herget or Mr. John Sutton at (931) 454-6886**

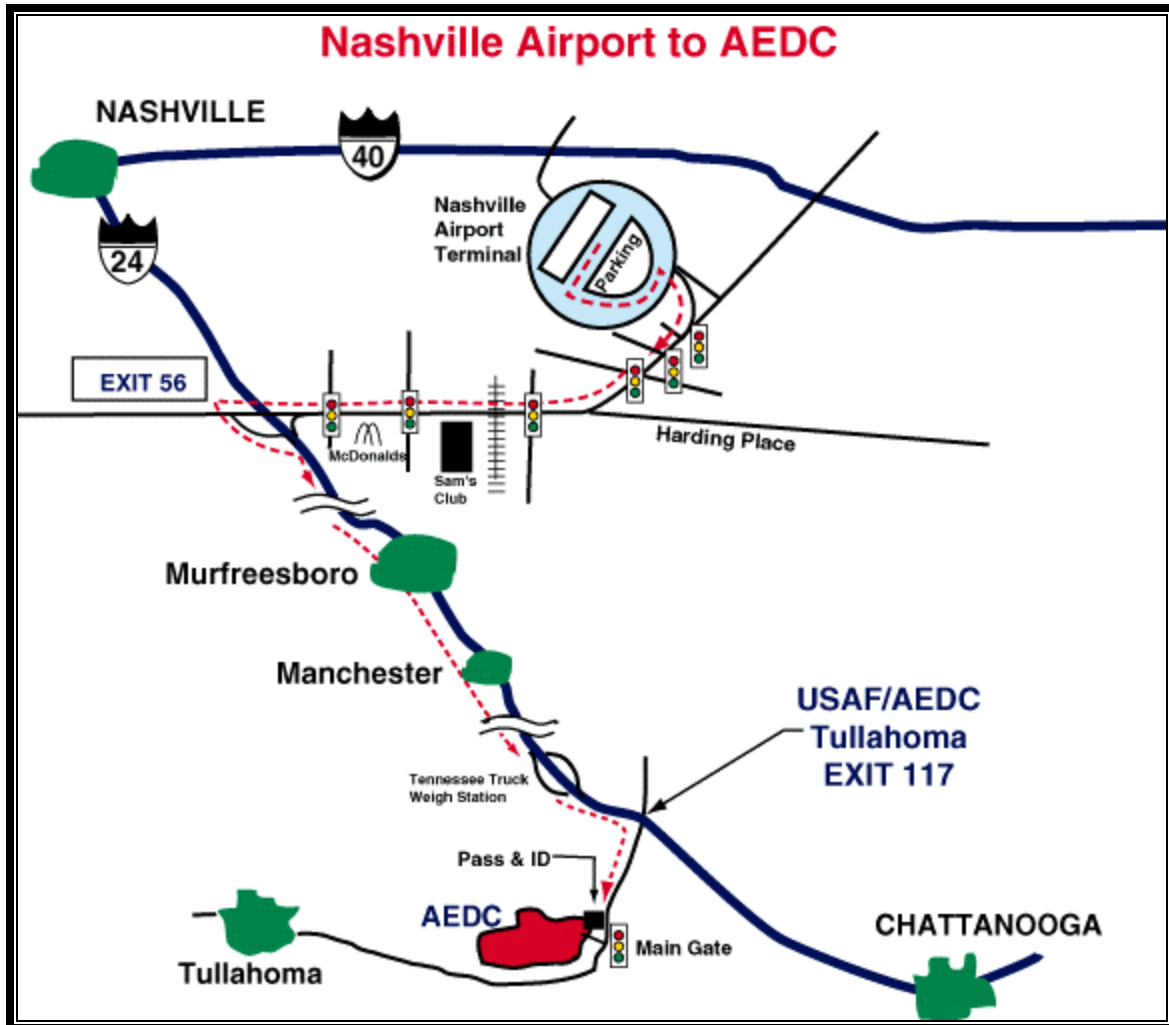
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## AEDC Area Map Including Nashville TN, Chattanooga TN, and Huntsville AL



## Nashville Airport to AEDC



# Arnold Engineering Development Center Arnold AFB TN

